

ADMINISTRATION COMMITTEE
KENNEDY, MARIETTA, MCCARTY, FRAZIER, MARTINI, WILBER
April 22, 2021
9:00 a.m.

Under the current COVID-19 emergency/Executive orders, this committee meeting was not physically open to the public at the County Office Building. The meeting was streamed via facebookLIVE.

Members: Representative Kennedy- present, in Board Chambers
Representative Marietta- present, via zoom
Representative McCarty- present, via zoom
Representative Frazier- present, via zoom-arrived during the meeting
Representative Martini- present, via zoom
Representative Wilber- present, via zoom

Others present: Personnel Officer, Penney Gentile, Board Chair Bliss arrived during the meeting in the Board Chambers, County Attorney Ellen Coccoma arrived during the meeting via zoom, Representative Farwell arrived during the meeting via zoom.

PUBLIC DEFENDER- MICHAEL TROSSET, PENNEY GENTILE via zoom

Mike Trosset gave department updates to include but not limited to personnel, office space and grant funding.

Representative Frazier joined the meeting via zoom.

Representative Martini moved for an executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

The meeting reconvened.

Representative Kennedy stated that the committee has three resolutions to put forward:

The first being to amend resolution 372-20201214-Establishing salaries for M&C and elected officials to correct the salary on the resolution for the FT Assistant Public Defender (family court) which should be \$74,285, not \$78,828, effective April 5, 2021. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Representative Farwell joined the meeting via zoom.

Second, to unfund the Part time Assistant Public Defender position effective May 3, 2021. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Board Chair Bliss joined the meeting in the Board Chambers.

Third, to create, fund and fill a Full time Assistant Public Defender position in family court effective May 3, 2021. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

YOUTH BUREAU- KATHY DEJONG via zoom

Kathy DeJong informed the committee that the County will receive an additional \$30,000 in Safe Harbor funding, noting that the funding targets trafficking and exploitation of youth.

Kathy DeJong gave a brief update on the summer youth program funding.

SOCIAL SERVICES- EVE BOUBOULIS, LISA GRAMPP, CHERYL SPARKS, JANET ELLIOTT via zoom

Eve Bouboulis requested approval to renew the contract for school based Caseworkers in the Oneonta City schools from 7/1/2021-6/30/22. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to amend resolution 85-2007 regarding Indigent burial rates paid by the DSS as presented. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to contract with ICAN for STSJP plan services, not to exceed \$66,000 from 10/1/20-9/30/21. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to fill three (3) vacant funded Caseworker positions #14, #22, #28, to fill one (1) vacant funded Senior Caseworker position #7, and to fill one (1) vacant funded Senior Social Welfare Examiner position #2. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to fill a TE Clerk position up to 6 months upon hire @ \$14.7684/hr. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to fill a TE Caseworker position up to 6 months upon hire @ \$21.8503/hr. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to fill a TE Senior Caseworker position up to 6 months upon hire @ \$23.8951/hr. Representative Martini moved for approval. Seconded, Marietta. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to unfreeze and fill a Case Supervisor Grade B position #5. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Eve Bouboulis requested approval to unfund the Keyboard Specialist position #3 and create, fund and fill a Clerk position #22. Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

COUNTY CLERK- JENNIFER BASILE in Board Chambers

Jen Basile requested approval to spend \$9,972 from the 4823 records maintenance budget line to complete their annual project of updating and digitizing records. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

SHERIFF- RICH DEVLIN via zoom

Rich Devlin requested approval to purchase two (2) speed trailers to replace two (2) aging non-functional units at a cost of \$19,500. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Devlin requested approval to purchase two (2) generators at a cost of \$3,600, noting that one is a replacement for the mobile command trailer and one is to operate the underwater camera system and scene lights. Representative Marietta moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Devlin requested approval to purchase Axon body cameras at a cost of \$36,000. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

HIGHWAY- RICH BRIMMER via zoom

Rich Brimmer requested approval to award bid for Transit Mix Concrete, bid OTGOV-003-21, to Otsego Ready mix and approve purchasing various transit mix concrete products and services, not to exceed the budgeted amount in D5110.545000. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval to award bid for Liquid Bituminous materials, bid OTGOV-004-21 to all vendors which are Suite Kote, Gorman, Bothar and Vestal Asphalt, based on price, then availability and to approve purchasing of materials and services, not to exceed the budgeted amounts in D5113.522500. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval to award bid for bridge repair and maintenance equipment and labor rental, bid OTGOV-005-21, to Town & County Bridge and Rail. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval to fill a recently vacated Auto Mechanic position and backfill any vacancy created if this position is filled by promotion. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval to purchase equipment; (1) one gunite machine and the associated equipment for the application of gunite material from Gunite Supply and Equipment for \$19,908.33, excluding shipping, with a total cost not to exceed \$25,000 for shipping and any additional accessories from DM5130.520000. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval to purchase equipment; (1) one self-propelled mid mount road sweeper, not to exceed \$80,000, from DM5130.520000. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Rich Brimmer requested approval of the following budget modifications:

Increase rev. D3501 consolidated highway aid by \$3,966,481.01
Increase approp. D5113.522500 capital maint. by \$3,966,481.01

Increase rev. DM3501 consolidated highway by \$34,000
Increase approp. DM5130.520000 equipment by \$34,000

Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried. Mr. Brimmer added that the County will receive additional state funding for 2021/2022 as follows:

- CHIPS funding- increase of \$695,246.22 (increase of 22.68%)
- EWR funding-increase of \$243,598.47 (increase of 53.85%)
- PAVE funding-increase of \$349,593.34 (increase of 49.96%)

Rich Brimmer requested approval to go out to bid for the Co Hwy 1 bridge deck replacement components. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

County Attorney, Ellen Coccoma joined the meeting via zoom.

DEPARTMENT OF HEALTH – HEIDI BOND via zoom

Heidi Bond gave program updates.

Heidi Bond requested approval to fill a vacant funded Senior Account Clerk Typist position. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Heidi Bond requested approval to purchase a pickup truck with cab, not to exceed \$40,000, which is 100% grant funded. Representative Wilber moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

PROBATION- DAN NAUGHTON via zoom

Representative Martini left the meeting.

Dan Naughton requested approval to create, fund and fill a Probation Officer I position and un-fund a Probation Assistant position. Representative Frazier moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,318. Absent: 356- Martini. Motion carried.

PLANNING/SOLID WASTE/TRANSPORTATION- ERIK SCRIVENER, TAMMIE HARRIS AND SHANE DIGAN via zoom

Representative Martini rejoined the meeting.

Tammie Harris requested approval for a resolution for the annual agreement with the Village of Cooperstown, to cost share the Cooperstown Trolley. Representative Marietta moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Tammie Harris requested approval to amend and restate the agreement with the Environmental Facilities Corporation for the state septic system replacement program. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Erik Scrivener requested approval of the following budget modification in connection with the DEC septic replacement fund:

Increase rev. A8160.439100 by \$209,432.50

Increase approp. A8160.549000 by \$209,432.50

Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Erik Scrivener requested approval of the following budget modification in connection with the DEC MWRR :

Increase rev. A8160.439100 by \$3,500
Increase approp. A8160.548100 by \$3,000
Increase approp. A8160.548000 by \$500

Representative Frazier moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Erik Scrivener requested approval to accept an anticipated additional \$26,191.95 from the DEC MWRR grant. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

COUNTY ATTORNEY- ELLEN COCCOMA via zoom

Ellen Coccoma discussed the proposal and requested approval to hire a consultant to implement the contract management software, not to exceed \$20,000, noting that there may be grant funds in Community Services available to pay this. Representative Martini moved for approval. Seconded, Wilber. Representative McCarty left the meeting. Total: 2,674. Ayes: 2,299. Absent: 375-McCarty. Motion carried.

Ellen Coccoma mentioned that she, Denise Hollis and Allen Ruffles met recently to review the job duties of the County Administrator position, in an effort to set initial priorities for the person that will be hired and to set them up for success. Mrs. Coccoma added that they identified Board procedures, policies and committee functions that would need to be changed. Mrs. Coccoma suggested the idea of a board workshop to discuss further, which NYSAC is also willing to participate in, maybe a date prior to the May Administration Committee meeting.

Representative McCarty rejoined the meeting during the above discussion.

OFFICE FOR THE AGING- TAMIE REED via zoom

Tamie Reed requested approval of the following budget modification:

Increase rev. A6772.447721 by \$30,318
Increase approp. A6772.547700 by \$30,318

Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Tamie Reed requested approval of the following budget transfer:

Transfer from A6772.510000 personal service \$6,000
Transfer to A6772.549000 contracts \$6,000

Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Tamie Reed requested approval to create, fund and fill an Aging Services Specialist position #5. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Tamie Reed requested approval to proclaim May as Older Americans month. Representative McCarty moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

BUILDING SERVICES- GARTH BROWN via zoom

Garth Brown requested approval to fill a vacant funded Maintenance Worker position. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

Garth Brown requested approval to extend the temporary Maintenance Worker position for an additional 90 days contingent on Public Works committee approval. Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Garth Brown requested approval for a budget transfer for additional funding needed to cover additional unforeseen costs totaling \$54,255.

Transfer from A1990.548000 \$2,000
Transfer to A1620.525000 \$2,000

Transfer from A1990.548000 \$12,800
Transfer to A1625.525000 \$12,800

Transfer from A1990.548000 \$6,300
Transfer to A1622.525000 \$6,300

Transfer from A1990.548000 \$33,155
Transfer to A1629.525000 \$33,155

Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

OFFICE OF EMPLOYMENT AND TRAINING- PENNY SEEGER via zoom

Penny Seeger requested approval to fill five (5) TE Summer Youth Counselor positions. Representative Martini moved for approval. Seconded, Frazier. Total: 2,674. Ayes: 2,674. Motion carried.

BOARD OF REPRESENTATIVES/CLERK OF THE BOARD- CAROL MCGOVERN in Board Chambers

Carol McGovern requested approval to re-create, fund and fill an Administrative Aide position, noting that such position was included in the layoffs last year. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Carol McGovern requested approval of the following budget transferr:

Transfer from Contingency A1990.548000 \$37,000
Transfer to BOR A1010.510000 \$37,000

Representative Martini moved for approval. Seconded, McCarty. Total: 2,674. Ayes: 2,674. Motion carried.

Carol McGovern mentioned that the Mortgage Tax report was received yesterday for the period of October 2020 thru March 2021, which will be a report on the board meeting agenda to approve.

TREASURER- ANDREW CRISMAN via zoom

Andrew Crisman stated that after conversations with Phillips Lytle about the new requirements regarding foreclosures, suggested postponing the auction to September with the last day to pay those taxes of July 31. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Andrew Crisman inquired if the County wanted to offer a repurchase agreement this year as offered the last two years which included a 15% penalty rate, noting that the agreements would be the month of August. Representative Frazier moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

Andrew Crisman clarified and requested approval of a budget modification for the Highway department as follows:

Increase rev. D435020 by \$454,548.65
Increase approp. D5113.522500 by \$454,548.65

Representative McCarty moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Andrew Crisman requested approval to pay for an additional \$29,600 in connection with the MUNIS payroll implementation project. Representative Martini moved for approval. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.

Andrew Crisman gave a recap on the forest exemption issues discussed last month including but was not limited to the following:

-8 parcels with the DEC violations totaling \$298,471.74 owed

- County portion of the total owed is \$36,418.21, which the county could approve to waive

Andrew Crisman requested approval to pay the 2020 and 2021 Greater Mohawk Valley Land Bank allocation out of the 2021 budget totaling \$1,800. (\$900 per year) Representative Wilber moved for approval. Seconded, Martini. Total: 2,674. Ayes: 2,674. Motion carried.

There being no further business to discuss, Representative Martini moved to adjourn. Seconded, Wilber. Total: 2,674. Ayes: 2,674. Motion carried.